



Newark Center for
Meditative Culture

A Spiritual,
Cultural
Center for
the Community

July-December 2021

*Room
Rates*



About the Center

The historical building that houses Newark Center for Meditative Culture (NMC) is located in the heart of Downtown Newark NJ at 2 Park Place and the corner of Broad Street. It is easily accessible to mass transportation.

Both rooms that comprise our Center have hardwood floors and each has a non-working fireplace that nonetheless adds charm. Both spaces also have three windows for an airy light feeling.

There is a short set of steps to the front door of the building and a full flight of stairs to the second floor where NMC is located. There is no elevator.

Our basic guidelines are that there be no alcohol, no cooking, no smoking, no lit candles or incense and no shoes worn in the Center. We also require that any food brought in should be vegetarian (this includes lacto-ovo vegetarian and vegan).

We have sub-named both rooms as to their main activity, but the actual names of the rooms express a meaning within spiritual culture.



1 *The Medicine Room* For Meditation & Mindful Movement

Medicine is any space, practice, moment, substance, or person that moves us closer to our center — closer to relaxed, vital presence.

May your experience here nudge you closer to your center!

2 *The Lenape Room* For Learning & Community Gathering

As the original inhabitants of Newark, the Lenape people were skilled and respected tribal mediators.

May you learn and commune harmoniously here!

1

The Medicine Room

For Meditation & Mindful Movement

This northeast room in the rear of the Center has a peaceful zen-like atmosphere. All are required to remove their shoes before entering.

The room is reserved for those programs that fall within the meditative and healing arts and for mindful movement such as yoga, tai-chi-gong, and dance. However, larger sized groups of a different nature can also request this room.

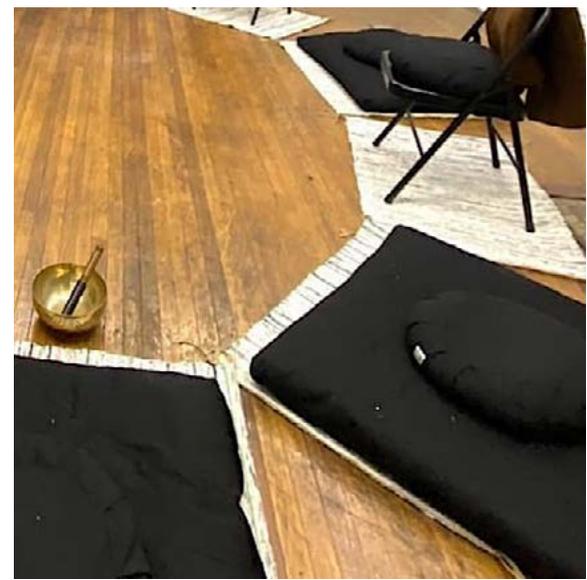
Room size: 20 x 13 feet

Accommodates:

Up to 20 for meditation on cushions and chairs

Up to 35 seated on folding chairs, lecture style

Up to 12 for yoga, taichigong, or other forms of movement.



2

The Lenape Room

For Learning & Community Gathering

This southwest room that faces the Park and Church Lawn has a more active learning and gathering atmosphere. All are requested to remove their shoes before entering. You are welcome to bring house shoes or slippers.

This room is perfect for study groups, round table discussions, lectures, screenings, poetry jams, craft or artisan workshops — among other activities. It can as well be requested to use for smaller meditation groups.

Room size: 16.5 x 13 feet

Accommodates:

Up to 20 sitting in folding chairs, lecture style.

Up to 12 sitting on cushions for meditation

Up to 16 sitting at two tables of 8.



Supplies We Offer

As available, guest hosts are free to use these supplies, assisted by the room manager:

Furnishings

20 mat & cushion sets
18 chairs
2 3x6' tables (seats 8 each)
6 blankets
10 yoga mats

Beverage Table

Water dispenser
Electric teapot

Kitchenette Area & Supplies

Compact 3.3 cu. ft. mini-fridge
Hot/cold water dispenser
Coffee urn
Two hotplates (holding a total of 4 half-tray pans)
Trash bags

Technical Supplies

Large screen television*
Projector
Projector screen
Projector tripod
Camera/phone tripod
Blue tooth speaker
Lecturn
Wipe board & easel
Large chalkboard, chalk & erasers*

Decorative & Enhancement Items

Gongs & bells, mini-lights, and battery candles.

* Available only in the Lenape Room.



A few supplies pictured.



Who and How

Who is intended for guest room usage

This is important. We consider as potential guest hosts inspired local and global change agents and nearby communities of practice adhering to mindful and conscientious activity in the arts, culture, education, environment, and naturally the spiritual, wellness, and meditative and healing arts sectors.

We consider both non-profit and for-profit organizations as well as individuals as potential hosts.

How we approach use

- We retain all rights to turn down a requested usage if we don't feel that the event(s) fits within our mission.
- We limit the amount of room usage that is redundant to NCMC's programs or other guest host programs already established.
- We do not permit usage for professional services such as psychotherapy, massage sessions, etc. However, requests for programs such as lectures about psychotherapy, massage classes, etc. can be requested.

The Benefits of Using Our Center for Your Programs

- Convenient and prime location downtown.
- Accessible to all modes of mass transportation.
- Ready-to-use with technical equipment and supplies that you won't need to purchase or rent.
- Single and recurring event usage available.
- Staff on-site.

Center Amenities

Kitchenette:

The kitchenette is available for the guest host program manager and one staff person to use. Please note, there is no sink for cleaning serving bowls and utensils, but they can be rinsed in the restroom.

Restroom:

Gender-neutral restroom located outside the rooms in the hall.

Air-conditioning and heat:

Used considerately and eco-consciously, controlled by Room Manager.

Internet Access:

See Page 10.

Availability

We accept both stand-alone sessions and recurring series for guest hosted bookings.

Our plan is to gradually expand our hours that will be open to community guest-hosted usage. To start off with though, limited hours are available. NCMC programming also falls within the time-frames.

Recurring Programs: There is a maximum of 10 usages per series with a one week break required before starting up again with that particular program series or any other program by the same guest host.

Scheduling Considerations

We expect to need to make adjustments as NCMC programming expands. This might mean that once an initial usage agreement is up with a guest host, we may need to rearrange that program to another time-frame to accommodate NCMC's needs. We will honor the agreed upon schedule with guest hosts until the date that a specific agreement expires.

! NCMC follows current local Covid restrictions on social distancing and face-covering.

Room Usage Rates

- Along with the agreed-upon length of your guest-hosted program, a short setup time, breakdown time, and cleaning assistance are included. If your event runs over agreed upon break-down/clean-up time an additional fee will be charged.
- An NCMC Room Manager will be in attendance to open and close for you, answer any questions, and assist you, but their presence at the Center is not intended to staff the guest hosted programs.

Individual Room Rate

Weekdays:

\$50/hour (1 to 4 hours)

Weekends:

\$60/hour (1 to 4 hours)

Two Rooms Rate

Weekdays:

\$85/hour (1 to 4 hours)

Weekends:

\$100/hour (1 to 4 hours)

Payments: Payment is due in full upon signed agreement for one event and up to a four-time recurring event. For a series of five to ten events, a payment of half down upon signed agreement and a final payment halfway before the series ends is required.

Cancellations: Full refund up to two weeks before event. 50% up to one week before event. 25% refund 48 hours before. No refund after that.

Rate Adjustments: As required, we may adjust our rates bi-yearly, but we will honor any agreements with Guest Hosts that extend through the next period.

Payments: Credit Card or PayPal.

Liability Considerations

Guest hosted programs are not covered by NCMC insurance or the Landlord's insurance. It is up to Guest Hosts to determine whether they want to obtain it:

- If you have insurance, NCMC requests that you provide us with a certificate.
- If you don't have insurance, if you are interested we can suggest a few online event insurance services to you.
- If event insurance is prohibitive in cost to you, but you would like some security, NCMC can provide on-site liability waivers for each of your attendees to sign when they check in.

Refreshment and Food Guidelines

- Only vegetarian food is to be served in the Center (including both lacto-ovo vegetarian and vegan).
- Cooking is not permitted in the premises.
- We do not permit hotplates or burners to be brought into the Center. You are welcome to use the hotplates at the center which will keep four half trays of food warm.
- Left-over food, supplies, utensils, and sundries are not to be left at the Center.

Set-up, Break-down and Cleaning Guidelines

- We ask that no outside cleaning products be brought into the Center. You are welcome to use ours.
- The room will be clean when you arrive and a partial set-up of your room arrangement will be in place for fine-tuning at your arrival.
- The final break-down and clean-up is to be a cooperative effort between the Guest Host and the Room Manager.
- This is a carry-in carry-out facility so everything you bring in with you must leave with you including trash created.

Medicine Meals

When NCMC plans meals for our programs, we take into consideration foods that will be healing, seasonal, local, and delicious and try our best to apply these guidelines.

Within reason, availability, and our budget, we try to mainly serve naturally grown, organic, and locally grown food and food products.

Meals are light to keep the minds of our participants bright and their bodies not sluggish afterward. This helps them stay attentive to the programs.

When planning your refreshments or meals for a guest hosted program at NCMC, you may like to take this approach into consideration.

Eco-Conscious Cleaning

As for cleaning products, we keep it as natural and fragrance free as possible, using ingredients such as essential oils that remediate germs where required.

Courtesies

Mindfulness Courtesies

- We ask that you take everything that you brought into the Center out with you when you leave.
- We ask that all NCMC supplies and rooms are left in the condition that they were found, leaving no trace.
- We ask that all supplies used be put back where they were found. The Room Manager will assist you.

Promotional Courtesies

- As guest hosted programs are not NCMC programs, we do not promote them, however, if you like, your guest hosted public programs can include a complimentary post on our website Program Calendar if it is a public event.
- When indicating the location of your guest hosted program in your promotions, it must read that the venue is: either NCMC (or) Newark Center for Meditative Culture and at 2 Park Place, 2nd Floor, Newark NJ 07102.

Courtesy Parking

- We have access to a few spaces in the Parking Lot in the back of the building on Rector Street and may be able to provide a few complimentary spaces to the Guest Host depending on availability.
- We do not provide spaces for participants at this time. There are ample pay lots in the area and street parking available depending on the day and time.

Internet Connection

NCMC will provide internet for guest hosts who's program requires internet access (check-in, at door mobile payments, accessing content stored in the cloud, hybrid events, etc.)

NCMC does not provide internet access for event attendees or for guest host's personal (non event related) use.

However, attendees can access the internet on their devices depending on the availability of their cellular service at the location.

For Current Programs & all Social Media Links go to:

<https://linktr.ee/NCMC>

(or)

Instagram <https://www.instagram.com/newark.meditative.culture/>

Facebook www.facebook.com/NewarkCenterforMeditativeCulture

Weekly Email Subscription <https://bit.ly/3rbH7e5>

Physical Address

2 Park Place, Second Floor, Newark, NJ 07102

Mailing Address

PO Box 182, Newark, NJ 07101

Google Map Directions

<https://goo.gl/maps/qLFF2Lc8WHedgFHd9>

Website www.newarkmeditation.org

Email info@newarkmeditation.org

Newark Center for Meditative Culture (NCMC) is a New Jersey 501(c)(3) non-profit organization.

Your tax-deductible donations make it possible for us to continue delivering life-changing programs to the Greater Newark community and beyond.

To make a donation

<http://newarkmeditation.org/donate/>

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Inquiries

Before inquiring about booking space as a guest host at NCMC, please be sure to read this Room Rate & Usage Brochure and review our Sample Agreement for more details and guidelines of guest-hosted programs.

Once you have reviewed the documents and feel comfortable with the terms, to inquire please fill out the simple Inquiry Form and we will get back to you.

Step 1.

[Read Rate & Usage Brochure](#)

Step 2.

[Review Sample Agreement](#)

Step 3.

[If interested, fill out Inquiry Form](#)

